

**HUMAN RESOURCE OFFICE  
THE ADJUTANT GENERAL OF VIRGINIA  
BUILDING 316, FORT PICKETT  
BLACKSTONE, VA 23824-6316**

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STATEWIDE ARMY AGR VACANCY ANNOUNCEMENT  
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**ANNOUNCEMENT NUMBER:** 51-03

**POSITION TITLE:** Quartermaster Policy Action Officer

**GRADE:** CW5            **DMOS:** 920A0

**FEMALE ASSIGNMENT ELIGIBILITY:** Yes

**UNIT:** HHD STARC, VACL            **Location:** Fort Pickett, Blackstone, VA

**OPENING DATE:** 11 April 2003

**CLOSING DATE:** 25 April 2003

**POC FOR ADDITIONAL INFORMATION:** CPT Deborah Hunt, (434) 298-6337, or  
DSN 438-6337 or e-mail Mrs Brenda Ralls at  
brenda.ralls@va.ngb.army.mil

**WHO MAY APPLY:** Open to all current on-board AGR and Military  
Technician Warrant Officers, grade CW4 through CW5 who are members of  
the Virginia Army National Guard. Must be qualified in the following  
MOS: 920A0. If not MOS qualified, must become MOS qualified within  
12 months.

**DUTIES AND RESPONSIBILITIES:**

Manages, controls, analyzes, and recommends corrective action  
regarding logistics policies and plans. Develops action plans to  
implement and evaluate the effectiveness of policies and regulations  
published by the Command Logistics Officer. Develops the State Food  
Service action plans. Provides guidance to units for the handling,  
safeguarding and accounting of subsistence and food service equipment.  
Conducts surveys and reviews of unit's food service records. Manages  
the State Food Management Assistance Team (FMAT) to include selection,  
scheduling, training, formulation of standard and budgeting for manday  
support. Coordinates with other staff officers as necessary. Ensure  
compliance within the command for excess supply and equipment. Ensures  
compliance for bulk POL Quality Surveillance Program. Develop  
logistics support plans and guidance for units, organizations and  
activities in support of federal and state missions to integrate  
command logistics functions. Assists in developing logistics support  
plans, policies, logistics operations, unit deployments, logistics  
portion of the materiel fielding plans, CTA/TDA/MTOE changes, turn in  
of command excess equipment to the USPFO and environmental compliance.  
Provides technical assistance throughout the logistics offices and

VAHR-M

SUBJECT: VaARNG AGR Vacancy Announcement Number **51-03**

activities as Information Systems/Automation Security Officer, Physical Security Officer and Safety Officer.

**HOW TO APPLY:** Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
2. Copies of last **five consecutive** OERs
3. **Certified** copy of DA Form 2-1
4. Copy of current physical (SF88 and SF93 or DD Form 2807-1 and DD 2808 completed within the last five years)
5. Photograph in Class A uniform (taken within the last 12 months)
6. Documentation to support all periods of duty/service creditable for retirement (**DD 214, DA 1506(authenticated) or NGB Forms 23/23B**)
7. Any additions information the applicant may wish to submit for consideration (i.e., DA Form 705, Height and Weight Statement, etc.)

**SECURITY CLEARANCE:** Must possess a valid "**SECRET**" security clearance or be able to obtain an "interim" clearance prior to appointment to the position.

**QUALIFICATION REQUIREMENTS:** Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.

**SPECIAL INFORMATION:** Incomplete will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

**REMARKS:** Submit applications to this HQ, ATTN: VAHR-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316, NLT close of business 25 April 2003. Do not submit application packets in notebooks, folders, document protectors, or with any other form of binding.

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at <http://va.ang.af.mil/hro/jobs/jobs.htm> (click on Job Announcements).

FOR THE ADJUTANT GENERAL:

//signed//  
DAVID A. ARCHER  
LTC, AD, VaARNG  
Human Resource Officer